



Accessible Space, Inc.

## DONOR PRIVACY POLICY

### General Collection and Use of Personal Information

Accessible Space, Inc. (ASI) collects and uses personal information such as: name, address, phone number, and e-mail address when a donor voluntarily provides it to us. In addition, Accessible Space, Inc. (ASI) keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used by the Fund Development Department to analyze overall giving patterns in order to make more accurate budget projections.



### Donor Privacy Policy

Accessible Space, Inc. (ASI) deeply values the contributions that our donors make to sustain the mission of Accessible Space, Inc. (ASI). To protect the privacy of our donors and their special relationship with Accessible Space, Inc. (ASI), we maintain the following policies:

- We do not trade our donor lists with other organizations.
- We do not sell our donor lists to other organizations.
- We offer donors the option to be recognized anonymously.
- Donors may request that they not be solicited in the future.
- Donors may request not to receive mailings, such as our newsletter.

For further information, please contact the individual Fund Development Department, Accessible Space, Inc. via telephone at (651) 645-7271 or 1-800-466-7722, or via e-mail at [info@accessiblespace.org](mailto:info@accessiblespace.org)